

## Technology and Access Requirements

To get the best out of the online event platform, we ask you to ensure the following computer setup and access requirements are met. You may wish to share this information with your company's IT support prior to the event to ensure everything is in place. We will be using the following platforms and recommend you check the following:

- The optimum browser to use is the latest version of Google Chrome. Other browsers will work, except Internet Explorer which is no longer supported.
- Please ensure you have a fast and reliable internet connection.
- We will be using WebinarJam, Microsoft Teams and Teams Live to run the live sessions – before you access the session, please check that your company firewall allows you to use these platforms.
- If you intend to participate in one-to-one or group meetings, ensure you use a computer with a working camera and microphone - the video meeting functionality is delivered inside the platform via web-based software called JITSI.
- The virtual event platform is not optimised for use on a mobile phone due to the amount of content that is available - for the best result, access on a laptop/desktop computer.
- All times listed within the event platform are in CEST, please be aware that attendees may be in different time zones when requesting meetings.
- In some cases the automated emails sent from the EuroBrake Team via the event platform may not display in your inbox – please remember to check your Spam or Junk Mail folder for event messages. You can find all messages sent to you within the platform by clicking on “My Messages” at the top of every page.

## How delegates manage their own profile in the EuroBrake VCD

A delegate can gain access to their profile by selecting the 'HOME' tab along the top of the VCD. This will then take them to the home page, where their profile will appear on the left hand side.

### My Profile

Clicking on 'My Profile', will allow a delegate to edit their profile credentials. By selecting 'Edit my Profile', the delegate can amend their name, company, email, company address, bio and photo. This is also where a delegate can add their social media profiles, if they wish to share these on their VCD account. *We recommend that everyone uploads a headshot to their personal profile page as this improves engagement (recommended Size 300x300, accepted formats .jpg .bmp .png .gif)*

This is also where a delegate can amend their tags. Attendees when first logging into the VCD will be asked to choose interests/tags which apply to them, along with interests/tags that they are seeking information about for the purpose of matchmaking. If they wish to amend, this can be done here.

### How matchmaking works in the EuroBrake VCD - tags

Learn how interests and tags selected by attendees can be used for matchmaking.

EuroBrake attendees who access the VCD event will be able to choose interests/tags which apply to them, along with interests/tags that they are seeking information about for the purpose of matchmaking. The data collected will be used to make “smart” suggestions on who attendees may benefit from meeting with.

The list of interests/tags for EuroBrake 2021 are as follows and will be completed by all companies and all attendees to reflect both what they are offering and what they are seeking;

- Vehicle Manufacturers - Passenger Cars
- Vehicle Manufacturers - Commercial Vehicles
- Vehicle Manufacturers - Motorbikes
- Aerospace
- Railways
- Wind Turbines
- Brake Parts Manufacturer - Original Equipment



Brake Parts Manufacturer - Aftermarket and OES  
Chemical and Raw Materials  
Manufacturing Equipment  
Brake Testing - Vehicle  
Brake Testing - Dynamometers  
Brake Testing - Components  
Engineering Services  
Braking Systems Design  
Electronics Integration  
Academia and research  
Research and development  
Mechatronics Development  
Software Development  
Quality and process  
Media/Analyst

**Note:** Each attendee must select at least one interest, and one product they provide.

#### Selecting tags and interests

By default, attendees will be asked to choose their interests and tags when logging into the VCD event for the first time. In addition, tags can always be amended by attendees by editing their profile on the 'Home' page and selecting "Edit Tags".

**Note:** Attendees can update their profile and change their tags and interests at any point in time. After changing interests, the smart suggestions will update within 60 minutes.

#### Smart suggestions for attendees

Once interests and tags have been chosen by attendees, the VCD event can make "smart" suggestions on who the attendee may benefit from meeting with, both persons, companies, exhibitors and sponsors. On the 'Home' page of the VCD event attendees will see an area for "Recommended partners" and "Recommended attendees" and can see which tags were used for matching.

#### Match types

There are various "levels" of matches within the VCD event. The level will depend on how many common interests/tags exist between two parties. The levels of match are shown below:

- Ideal match - 100% of matching tags
- Strong match - 66% and up of matching tags
- Verified match - 33% and up of matching tags
- Match - less than 33% of matching tags
- Potential match - at least one matching tag

#### My Schedule

My schedule will show all sessions that the attendee has chosen to attend in the 'AGENDA' tab. In here, you can gain access to the session, remove session from your schedule and add notes.

You can search a session in your 'My Schedule' by using the search bar across the top.

If you wish to change the layout of your schedule to a more 'calendar' friendly schedule, you can change this by clicking the 'Grid' button.

Adding your schedule to your personal email – You can export your 'My Schedule' to your personal Outlook, google and iCal calendar. This will update every 60 minutes, so if you add/ remove a session, this will then appear in your diary.

## My Messages – Creating meetings

Within the VCD event, delegates can receive meetings requests and messages from other attendees, exhibitors and sponsors. A meeting with a company is separate from a meeting with an individual attendee.

Meeting requests will be sent to their email address (remember to check junk/spam). Meetings will also appear in the my schedule page, so please regularly check you 'my schedule' and accept/decline any meeting requests.

Meetings can be scheduled between 07:00-21:00 CEST (Technical Sessions take place between 09:00-19:30) – each individual can block times in their personal schedule that show when they are/not available for meetings. The meeting room is available 5 minutes before the scheduled start time.

The video meeting functionality is delivered inside the platform via web-based software called JITSI which will automatically open a new tab. If possible, you may consider setting up and running a test meeting with colleagues to ensure your computer and firewall permissions are set up correctly.

**Note:** A meeting with a company will show the company name as the participant on the "My Schedule"

## My Partners

My partners will contain all exhibitors and sponsors that you have added (favourited) from the 'Partners' tab along the top of the VCD. In here, you can filter via Offering and Seeking (links to the tags chosen when first logged in). You can search, if you know the company you wish to connect with, or advanced search, given you more detailed options in finding the correct 'Partner'.

Contacting a partner – You can contact a partner by either sending a message or requesting a meeting.

- Message – To send a message to partner, there is a small 'Envelope' icon, where you can send a direct message, to the company direct. All messages you send will appear in the 'My Messages' *Please see above 'My Messages' for more information.*
- Requesting a Meeting with a partner – To request a meeting with a partner, you need to press the  . This then gives you the option to send a meeting to the company, as well as delegates that are linked to that partner. If there isn't a clash in the diary, this will book in, and the meeting will appear in your 'My Schedule'.

## My Contacts

This shows all attendee's you have connected with in the 'Attendee' tab along the top of the VCD. In here, you can filter via Offering and Seeking (links to the tags chosen when first logged in), and see who you match with. You can search, if you know the individuals name you wish to connect with, or advanced search, given you more detailed options in finding the correct 'Contact'.

Contacting a contact -

- Message – To send a message to contact, there is a small 'Envelope' icon, where you can send a direct message, to the contact directly. All messages you send will appear in the 'My Messages' *Please see above 'My Messages' for more information.*
- Requesting a Meeting with a contact – To request a meeting with a partner, you need to press the  . This then gives you the option to send a meeting to the company, as well as delegates that are linked to that business. If there is no clash in the diary, this will book in, and the meeting will appear in your 'My Schedule'.

## My Notes

This will show ALL notes made on a contact, exhibitor, sponsor, and sessions. You can access and amend all notes made, in this section.

## Library-

The library is used to store all content, from the content hub, that you have 'added' to your schedule or contacts/ partners. Each session, will contain content; links to agenda live and replays, will be accessible in the 'Agenda' tab. If Exhibitors have shared any promotional content, this can be found under the 'exhibitors' tab.

**Note:** ONLY RELEVANT FOR ATTENDEES LINKED TO AN EXHIBITOR OR SPONSORS ACCOUNT. If an attendee is also linked to a company profile, you can switch from between the two, to do this:

Login to the VCD as an attendee

1. In the top right, click the dropdown labelled “Hi, {{firstname}}”
2. Click the exhibitor company name
3. Click “Edit Profile” to update the requested information fields; check your logo, company name, company overview, select relevant interests/tags, and add the fixed link urls blog/facebook/linkedin/twitter and website
4. Upload company files that will best showcase your company/products: this can include up to 5 files and or links to videos. The maximum individual file size is 20MB, larger files should be linked to rather than uploaded. Please ensure you also upload a url image for links as this makes your page more appealing (to get a YouTube thumbnail add your video id in this link: <http://img.youtube.com/vi/<insert-youtube-video-id-here>/sddefault.jpg>)
5. Select the interests/tags that are most relevant to your company both what you are offering and what you are seeking
6. Click “Save” when done
7. Navigate the VCD as an exhibitor and take actions such as manage meeting requests, send messages, and view leads

**Note:** To return back to the attendee’s personal profile, click the dropdown in the top right showing the company name, then select the attendee’s name.

## Navigation Tabs

### Agenda

This is where all sessions, meet the speakers, and sponsored content will be. To add these to your ‘My Schedule’, you press the + button.

You can write notes on the sessions, by clicking on the pencil.

To access the content from a session – click on the session title – This will show the live link to access and watch the session. This will also include the replay of the session once the session has finished. In the Description box, all contents will be linked. By clicking on any submission title, will take you to the ‘Contents Hub’ where a delegate will have access to all 2021 content.

### Partners

This will show ALL sponsors and exhibitors of the event – here, you can add them to your ‘my Partners’, send messages, set up meetings and write notes.

If you click into a ‘partner’, it will tell you a lot more information, plus show all company representatives (*if you wish to set up a meeting/ connect directly with an individual*).

How strong a match the company is based on tags:

There are various “levels” of matches within the VCD event. The level will depend on how many common interests/tags exist between two parties. The levels of match are shown below:

- Ideal match - 100% of matching tags
- Strong match - 66% and up of matching tags
- Verified match - 33% and up of matching tags
- Match - less than 33% of matching tags
- Potential match - at least one matching tag

### Speakers

This will list all ‘presenters’ at EuroBrake 2021, all in one place – You will be able to see which session they are presenting in and be able to connect with them through here.

## Content Hub

The content hub contains all technical material linked to a session. If you want to add this content to your personal delegate content hub – press the cross.

To access all content, you click into the session – this will include the technical submission abstract, submission number, and will link out to any paper, video that is linked with the submission. In here you can find any authors, linked to that paper, of which you can then search for and content with via the speakers/ attendees tab.

## Forums

If Qs in there, you can comment on them, or you can create your own. You get an email when someone comments on your forum post.

Any person can set up a 'chat', and any attendee can ask.

Create -

## Attendee's

Lists all delegates attending EuroBrake.

You can search in the search bar, write notes and can set up meetings with that individual.

## Need Help?

You will be able to find all 'how to/help' guides here plus the contact details of the help team.

## Social Media Promotion

If you are active on social media, please let your contacts know that you are attending EuroBrake 21. Follow us on [Twitter](#) and [LinkedIn](#) to get all event updates, engage with the community before the event, and post about your presence. Be sure to use #FISITA #EuroBrake and @FISITAhq in your tweets. Below are some sample posts that you are welcome to use or adapt. Please tag our official FISITA Twitter (@FISITAhq) and LinkedIn (EuroBrake 2021) accounts for each of your posts.

- I'm attending [FISITA's](#) (Tag us on Twitter: [@FISITAhq](#)) EuroBrake 2021, Online 17-21 May. Join me: <https://join.fisita.com/EuroBrake> #EuroBrake
- [FISITA's](#) (Tag us on Twitter: [@FISITAhq](#)) International Braking Technology Event & Exhibition will be the largest gathering of braking industry professionals in 2021: join us online <https://join.fisita.com/EuroBrake> #EuroBrake
- Can't wait to attend [FISITA's](#) (Tag us on Twitter: [@FISITAhq](#)) EuroBrake 2021 Online Conference & Exhibition 17-21 May. I hope to see you there! <https://join.fisita.com/EuroBrake> #EuroBrake
- Hope to see you at the world's leading brake technology event, #EuroBrake, this May 17-21! <https://join.fisita.com/EuroBrake> #EuroBrake
- Excited to attend FISITA's EuroBrake 2021 Online Conference, Exhibition & Networking! Check out the full technical program: <https://www.fisita.com/events/eurobrake/2021/agenda>



## Assistance

Please contact FISITA if you have any queries or need assistance in setting up your profile or have any other questions: [info@eurobrake.com](mailto:info@eurobrake.com)

We look forward to seeing you there! The FISITA team!